



「金融、コンサル、IT」なら  j Career

【海外出張有り】 広報・メディアコーディネーター/グローバルデジタルコンテンツ企業/要英語/第二新卒歓迎  Exclusive job

Some overseas business trips

Job Information

Recruiter

j Career Co.,Ltd.

Job ID

1486328

Industry

Other (IT, Internet, Gaming)

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chiyoda Line, Shin Ochanomizu Station

Salary

5 million yen ~ 10 million yen

Work Hours

10:00~19:00 1 hour break

Holidays

Sat, Sun, national holiday Summer&Winter vacation paid holiday etc

Refreshed

July 17th, 2024 16:14

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

仕事内容

- ・取材対応全般
 - 取材の問い合わせ窓口～受け入れ対応
 - メディア露出までのクオリティ担保、進行管理、取材同行
 - 契約書、請求書の対応
- ・アート展プレス内覧会におけるメディアアタック、アタック先の新規開拓リサーチ
- ・展覧会の記事原稿の校正
- ・プレスリリース作成、配信
- ・取材企画書作成、提案
- ・掲載メディアの管理
- ・展覧会に関する取締役の登壇講演対応

Job Description

- ・ General coverage
 - Contact for inquiries and acceptance of interviews
 - Quality assurance, progress management, and accompaniment of interviews up to media exposure
 - Handling of contracts and invoices
- ・ Research for new media contacts and attack points for art exhibition press previews.
- ・ Proofreading of exhibition articles
- ・ Prepare and distribute press releases.
- ・ Creation of press releases and distribution of press releases
- ・ Management of media outlets for the exhibition
- ・ Handling of board members' speaking engagements related to the exhibition.

Required Skills

- 必要な経験/スキル
 - ・ ビジネスレベルの英語スキル
 - ・ スケジュール管理/調整が得意
 - ・ マルチタスクが得意
 - ・ 国内外の出張に抵抗がない
 - ・ ビジネスレベルの日本語スキル
- 望ましい経験/スキル
 - ・ ネイティブレベルの英語スキル
 - ・ 広報、メディアリレーションズの実務経験
 - ・ ライティングや編集の実務経験(プレスリリース、記事等)
 - ・ SNS運用経験

Required Experience/Skills

- Business level English skills
- Good at schedule management/coordination
- Good at multitasking
- Comfortable traveling domestically and internationally
- Business level Japanese language skills

Preferred Experience/Skills

- Native level English skills
- Experience in public relations and media relations
- Experience in writing and editing (press releases, articles, etc.)
- Experience in SNS operation

Company Description